

Community Gallery

Guidance notes for potential exhibitors



What type of exhibitions will be displayed?

- The Engine Hall and the Main Gallery Two display space are available free of charge for short-term, high quality community exhibitions.
- Community exhibitions should link to the People's History Museum's (PHM) story - interpreting labour history in its broadest sense i.e. 'people's history'.
- These exhibitions will allow working people, underrepresented and disenfranchised groups/individuals a chance to tell and examine their history, encouraging wide access, creating new audiences, increasing visitor numbers and raising the profile of the museum.
- They will mainly be from Greater Manchester.
- They will be good quality – display details must be approved by PHM staff in advance of installation.
- Community exhibitions must adhere to the concept of equal opportunities taking into account physical and intellectual access.
- The museum will not display items:
 - that are dangerous to the public e.g. knives and blades or anything with sharp edges, live creatures, strobe lights, naked flames
 - that can be a health hazard e.g. food and drink, nuts and seeds
 - too big or heavy to carry into the building
 - that may be offensive to some people e.g. anything we deem to be racist or sexist etc
- The museum does not host commercial exhibitions. Prices should not be put on any items included in the exhibition.

Submitting a proposal

- Community groups with a proposal for an exhibition should fill in an Expression of Interest Form and provide any additional visuals that might support the application on two A4 sheets or the digital equivalent.
- The proposal should not exceed the word limits highlighted on the Expression of Interest Form and be written in simple accessible language.
- There is no submission fee.
- Community exhibition proposals are considered in November and June each year by panel of museum staff and members of a cross section of community groups.

The exhibition

- All community exhibitions need to include at least one text panel (minimum size A3) introducing the group and the specific project.
- Wall mounted information should be word-processed at a minimum size of 16 point.
- PHM reserves the right to ask for artwork or information to be withdrawn or amended if it does not meet the criteria set out above.
- Engine Hall community exhibitions will be displayed for approximately one month.

- Exhibitions in the display space on Main Gallery Two will be displayed for approximately three months.
- PHM supports community exhibitions in a substantial manner through professional staff support, heating, lighting, staffing the building during opening hours and providing display equipment. It is unable to support the exhibitions financially.
- If the external exhibition organisers would like to take their own measurements of the space in advance they should make an appointment to do so.
- PHM can provide the services of a museum technician for the equivalent of two days to advise on display methods and assist with installation according to an agreed plan.
- Installation and de-rig of exhibitions should take place on pre-arranged dates (access to PHM strictly between 8.30am and 5.00pm).
- Exhibitions cannot be installed after or de-rigged prior to the arranged days as the exhibition dates will have been advertised to the public.
- Only museum staff should put up wall-mounted material. The external exhibition organiser must be present to assist and advise on positioning.
- The exhibition must not prevent the museum remaining fully accessible to those in wheelchairs and must ensure that other museum activities can continue.
- PHM recommends providing a comments book or similar to collect visitor feedback.
- Loan material is the responsibility of the external exhibition organiser.
- The museum is unable to store material relating to the exhibition after the de-rig.
- Any breakages of museum property during installation/de-rig must be paid for.
- PHM is unable to permanently staff the Engine Hall community exhibitions. Any material displayed must be the responsibility of the external exhibition organiser. All material is therefore displayed at the organiser's own risk.
- As the Engine Hall exhibition space has a glass roof, material may be exposed to the effects of high light levels. PHM therefore urges you to consider carefully before displaying historic or irreplaceable objects in the exhibition as they may well fade.
- The exhibition should be designed to be mounted on the display panels provided. A full list of exhibition content should be provided to PHM staff before the exhibition is due to open. The list should in particular detail:
 - Any textiles to be included as they may need treatment before they can be displayed
 - A list of any freestanding material which should number no more than three items
 - Any high value items with details of how they are to be secured

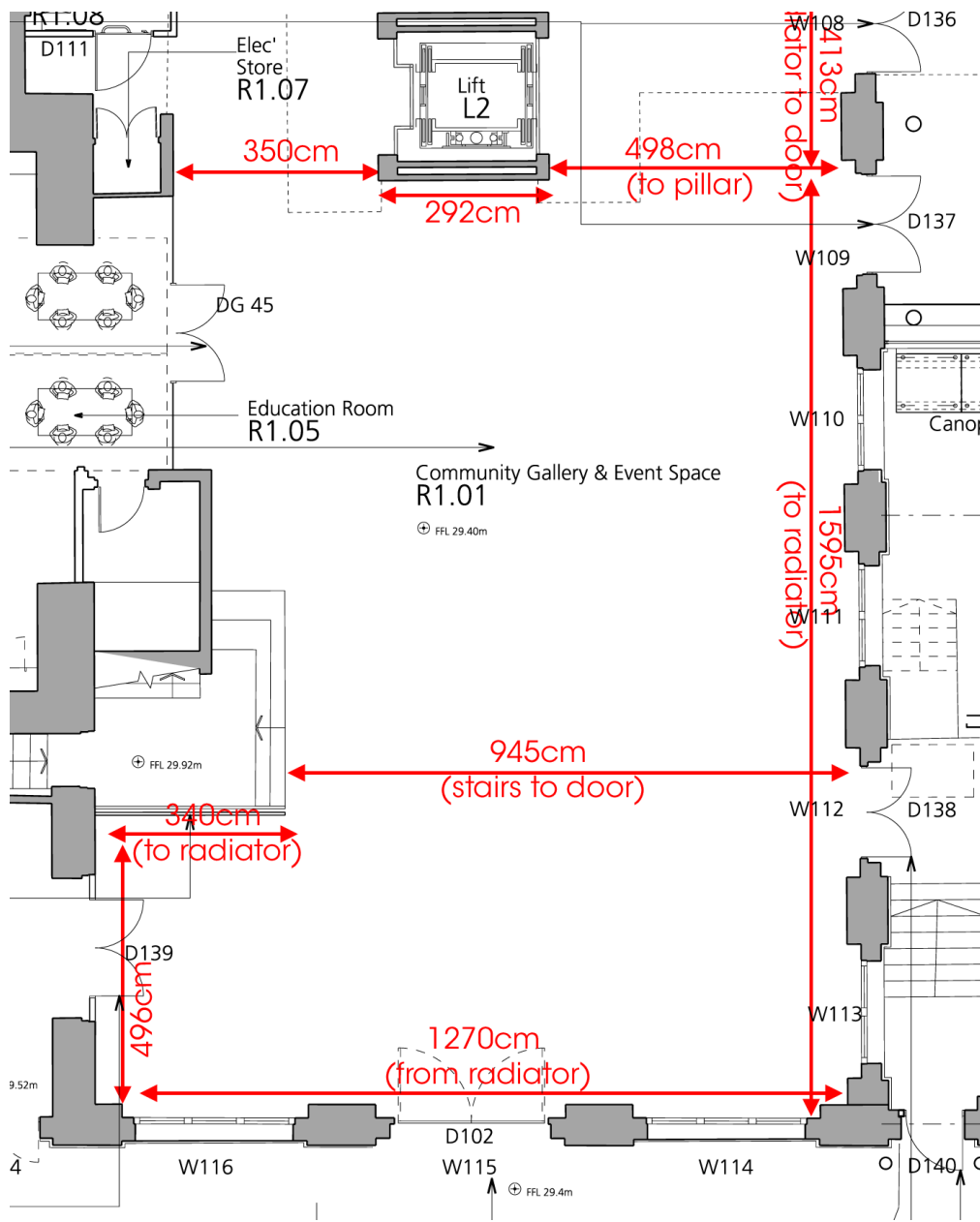
Marketing and events

- The Marketing Team will assist in promoting the exhibition to the public. To enable this please ensure that you supply us with the following:
 - A confirmed exhibition title
 - At least 75-85 words of copy describing the exhibition to encourage visitors to come
 - Audience it's suitable for e.g. all ages / above a certain age / Family Friendly
 - At least one high resolution landscape image in jpeg format (please ensure the image is correctly titled, including any copyright information, and that permission to use has been granted)
 - An related logos (e.g. from funders / partners) in jpeg format
 - A website address to link to further information
 - Social media handles, if applicable
- All promotional material (Private View invites, flyers, postcards, posters, press releases etc) using the museum name must be approved by the museum's Marketing Team before it goes to print/is circulated.
- If you wish to have an opening event for your exhibition this can be organised in advance through your Exhibitions Team contact. All corporate hospitality events use the services of our in house caterers CH&Co who manage The Left Bank cafe bar and support the museum's vital income generating activities. No other catering can be used as this breaches the museum's contract with the cafe. Groups will be required to pay for any catering before the event takes place.
- If you wish to run public demonstrations, talks or workshops as part of the exhibition these can be arranged with the Exhibitions Team. If your event proposals are feasible and fit within our events programme, the Marketing Team will assist in promoting your event to the public. To enable this, please provide all details (as above, including dates, times, booking details and cost if applicable) when submitting exhibition details.

The spaces

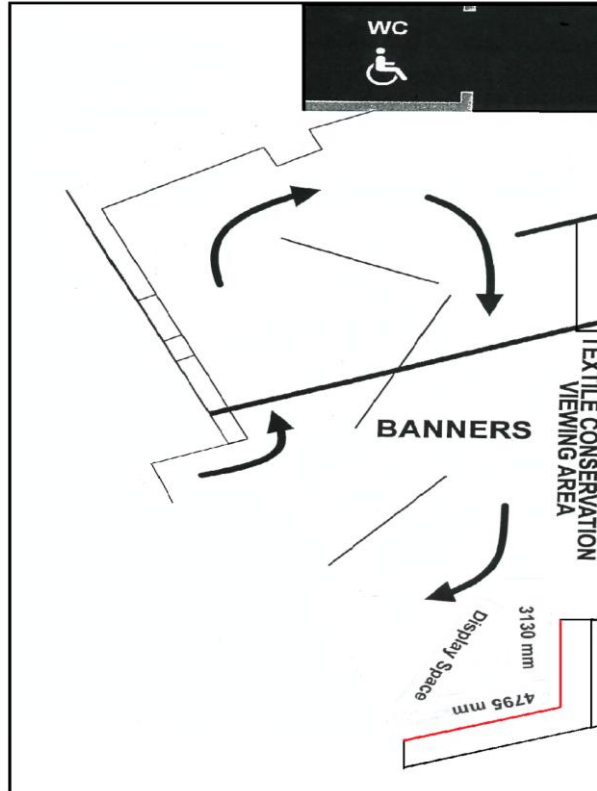
Engine Hall

The largest community exhibition space is housed in what used to be the Engine Hall of a hydraulic power station. The station, designed by city architect Henry Price in a fine Edwardian baroque style, opened in 1909. The Engine Hall was beautifully restored as part of the museum's £12.5m redevelopment project which was completed in March 2010. It is a unique space in Manchester city centre, offering an outstanding venue for groups and individuals to exhibit their work for free.



Main Gallery Two display area

Situated on level two of our permanent galleries, this display space provides a climate controlled environment ideal for groups wanting to display historical or light sensitive materials.



Display materials available

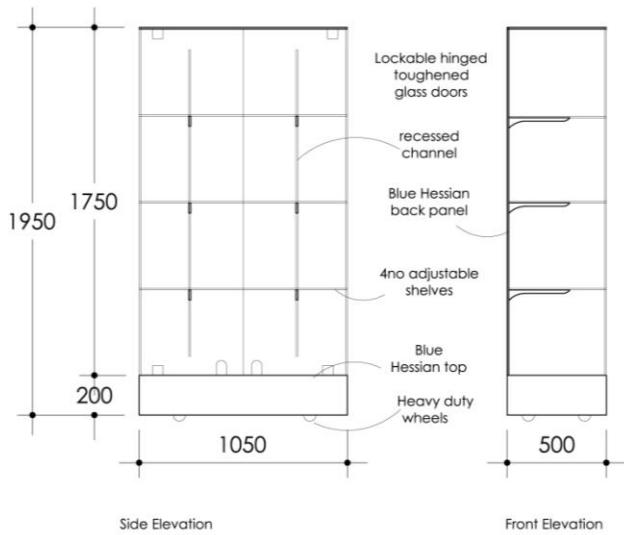
- 14 x white painted display boards 120cm wide x 200cm high x 30cm deep



- 4 x table top display cases 124cm wide x 79cm high x 45cm deep



- 1 x tall display case measurements below in mm



- 2 x single door notice boards 60cm wide x 90cm high



- Various Perspex display stands for cases
- Various AV equipment subject to availability
- No additional display materials may be included without specific approval from a member of the Exhibitions Team

Contact details

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